



Waukesha County 4-H
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Waukesha County 4-H Clubs & Groups,

The deadlines for the annual charter process for 4-H Clubs and Groups are approaching. Please review all of the information in this document and be aware of the important dates. **Annual Financial Reports (AFR) are due to the Extension Waukesha County Office by August 18th 2022.** The **Charter Applications are due by October 24th 2022.**

Annual Financial Report:

4-H Clubs and Groups that have a checking and/or savings account must annually complete and submit the following documents to the Waukesha County Extension Office no later than August 18th. Documents can be mailed, scanned or emailed.

1. Wisconsin 4-H Clubs & Groups Annual Financial Report
2. 4-H Club or 4-H Group Audit Checklist
3. Copy of the checkbook and/or savings registry covering July 1 – June 30
4. Copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled and the reconciliation must be uploaded with the Annual Financial Report.
5. Current inventory of land, buildings, property or project equipment with individual values of \$1,000 or more
6. Monthly Treasurer's Reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000

Link to AFR:

<https://4h.extension.wisc.edu/files/2022/05/Annual-Financial-Report-3.2022-Fillable-1.pdf>

Charters:

As we are getting closer to the end of the 4-H year, the charter application will be due to the Waukesha County Extension office by October 24th with no exceptions. The charter application will not be accepted until the full application has been completed.

The 4-H Charter indicates that a 4-H Club or Group is organized in accordance with the objectives of the Wisconsin 4-H program. The University of Wisconsin-Madison, Division of Extension grants 4-H Charters which formally authorizes a Wisconsin 4-H Club or Group to use the 4-H Name and Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture. In addition, the 4-H Charter Application provides:

- Documentation of educational activities of the 4-H Club or Group/Committee needed for liability coverage for 4-H volunteers and members
- Program impact evaluation and educational planning
- Documentation of compliance by 4-H Clubs and Groups with EEO, ADA guidelines, and Civil Rights laws.

Other important Wisconsin 4-H Charter information:

- All 4-H Clubs and Groups must be chartered, be formally recognized as a committee of a chartered County 4-H Leader Organization or report directly to the 4-H Program Educator.
- Requirements for a 4-H Club and chartered Groups are listed on the Wisconsin 4-H Policies webpage.
- A 4-H Charter is given to a new 4-H Club or Group once all requirements are met. The successful completion of the Wisconsin 4-H Charter Application begins this process. 4-H Clubs and Groups newly applying to become a 4-H Club or Group should work with their local 4-H Program Educator to determine a completion date.
- 4-H Charters are renewed annually and will be granted upon successful completion of the Wisconsin 4-H Charter Application.
- Waukesha County 4-H Charter Application deadline is October 24th for returning 4-H Clubs and Groups.
- **Failure to submit a completed Wisconsin 4-H Clubs & Groups Charter Application by the due date could result in the 4-H Club or Group being dissolved.**

Here is the page on the Wisconsin 4-H Charter Application Information Page:

<https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/charter/>

Link: Online Wisconsin 4-H Charter Application:

https://uwmadison.co1.qualtrics.com/jfe/form/SV_6JbRaJAUepPUagK

Link : Paper Wisconsin 4-H Charter Application:

<https://4h.extension.wisc.edu/files/2020/08/Annual-Charter-Application-for-Wisconsin-4-H-Clubs-and-Groups.pdf>

Updated Club & Group Financial Handbook:

<https://4h.extension.wisc.edu/files/2020/08/4-H-Club-or-Group-Financial-Handbook-1.pdf>

Please reach out to James Boling with any questions regarding your AFR or Charter application. James.Boling@wisc.edu

Thank you,

Waukesha County Extension 4-H